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*Adm. Serv.*  
**OCD** 113  
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21 February 1949

MEMORANDUM

TO :  
FROM : Assistant Director, OCD  
SUBJECT: Change of Title and Organization of the former  
Central Records Division

1. The Central Records Division, A&SI, has been integrated into the Office of Collection and Dissemination and no longer exists under its old title. Many administrative issuances and forms will continue to bear the old name and will be a source of confusion until these items can be revised. It seems desirable to call attention to the changes.
2. The Mail & Courier Section, sometimes incorrectly known as "Central Mail", is now the Mail & Courier Section, Administrative Staff.
3. The former Information Distribution Section, Central Records, is responsible for the receipt, recording, and distribution of intelligence material and continues to function with supplemental duties, as the Information Distribution Division, CIA Library, OCD.
4. The Archives Division, CIA Library, OCD, performs all other duties of the former Central Records with duties divided as follows:
  - a. The Administrative Records Section continues the duties of receipt, recording, routing, and dispatch of all administrative mail and operates a central file for administrative documents as provided for in various regulations.
  - b. The TOP SECRET Control Section, as part of its duties, processes all administrative and intelligence TOP SECRET documents formerly, the duties of the Special Distribution Section.
  - c. The Records Management Section operates the CIA Archives and other storage activities for inactive documents including both intelligence and administrative. All matters of filing systems and the administration of records in general, are the responsibilities of the Division.

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